

Charity No. 1159054

**Report of the Trustees and
Financial Statements
for the year ended 31st March 2024 for
Henfield Leisure Centre**

Henfield Leisure Centre
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year ended 31st March 2024

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Henfield Leisure Centre

Charity Information for the year ended 31st March 2024

Chairman and trustee	A Hillman
Treasurer and trustee	S Vickers
Secretary and trustee	E Holder
Management Committee (* are also trustees)	A Hillman * E Holder * S Vickers * C Thorns * - resigned 24 April 2024 G Pettifer * A Slaughter * - resigned 23 May 2023 R Mohamed * - died 22 April 2024 S Thompson
Charity Offices	The King's Field Henfield West Sussex BN5 9QB
Independent Examiner	Parkers Cornelius House 178/180 Church Road Hove East Sussex BN3 2DJ
Bankers	Barclays Bank plc 90-92 High Street Crawley West Sussex RH10 1BP

Henfield Leisure Centre

Trustees' Report for the year ended 31st March 2024

The trustees present their report and the financial statements for the year ended 31st March 2024 and confirm they comply with the requirements of the Charities Act 2011 and the Charities SORP (FRS 102).

Trustees

The trustees and management committee named on page 1 have served throughout the year except for A Slaughter who resigned as a trustee on 23 May 2023. C Thorns resigned on 24 April 2024. R Mohammed died on 22 April 2024. Appointment of the trustees is governed by the Constitution of the charity.

Investment powers

The Constitution authorises the management committee to make and hold investments using the general funds of the charity, but no such investments are currently held.

Constitution, objects and policies

The Charitable Trust is constituted by Trust Deed, and its objects are to provide or to assist in the provision of facilities for physical recreation of all kinds for residents of Henfield and the surrounding area. The management of the affairs of the association is directed by the Management Committee in accordance with the terms of the Constitution of the Association.

Development, activities and achievements

In respect of the year covered by the financial statements, the management committee consider that the performance of the charity has been satisfactory. The charity has been able to meet its ongoing objective of providing recreational facilities to the local community.

Financial review

The charity has made a profit/(loss) for the year of £29,766 (2023 – (£3,799)).

Charity Governance Code

The Trustees seek to apply the principles of the Charity Governance Code as they relate to the operations of the leisure centre.

Future developments

The trustees will continue to seek and exploit opportunities to develop and enhance the environment of the centre in a manner that is sustainable and does not jeopardise the provision of the core activities. There are some specific projects to highlight:

(a) Padel Tennis courts

The committee has secured funding for two covered floodlit padel tennis courts. It was identified early in 2022 as a credible and proven source of new income, alongside a dynamic

Henfield Leisure Centre

Trustees' Report for the year ended 31st March 2024

and fast-growing new leisure activity for all ages. Construction of the new courts will be starting in June 2024 with an anticipated completion date of October 2024.

(b) Safe Space

Horsham District Council (HDC) has selected the leisure centre to be the site for a safe space for school children aged 11 to 16. The objective is to provide a space for children to productively occupy themselves in the after-school period. The project cost of £115,000 is fully funded by HDC.

(c) Sustainable Projects

The committee will continue to proactively seek opportunities to make the leisure centre more sustainable and energy efficient. In particular, we are currently investigating the feasibility on installing solar panels and we are working with Southern Water to look at ways of reducing our water usage.

Reserves policy

Reserves are needed to bridge the gap between spending and receiving income and to cover unplanned emergency repairs and other expenditure. The trustees consider the ideal level of reserves at 31 March 2024 is £100,000.

Risk management policy

The trustees annually review the risks and uncertainties that the charity faces and have established policies, systems and procedures to mitigate those risks.

Public benefit statement

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's main aims and objectives in planning future activities.

Statement of trustees' responsibility

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom and Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

Henfield Leisure Centre
Trustees' Report for the year ended 31st March 2024

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the management committee on 30 April 2024 and signed on their behalf by:



A Hillman
Chairman and Trustee



E Holder
Secretary and Trustee

Independent Examiner's Report to the Trustees of Henfield Leisure Centre

I report to the trustees on my examination of the financial statements of Henfield Leisure Centre ('the charity') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner is required to be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Annette Watson.

Annette Watson FCA

Parkers, Cornelius House, 178/180 Church Road, Hove, East Sussex, BN3 2DJ

22nd May 2024

Henfield Leisure Centre
Statement of Financial Activities for the year ended 31st March 2024

	Notes	Restricted funds		Unrestricted funds			
		2024	2023	2024	2023		
		£	£	£	£	£	£
Income from:							
Fitness, clubs, groups		-	-	276,578		206,367	
Children's clubs		-	-	59,134		68,341	
Soft play area admission fees		-	-	191,730		179,799	
Soft play area catering		-	-	124,332		108,167	
Hire and sale of equipment		-	-	-		-	
Donations and fundraising		16,282	10,670	4,846		1,462	
Grants	2	-	15,000	-		-	
Sponsorship		-	-	1,910		5,800	
Other income		-	-	199		-	
Total income		16,282	25,670	658,729		569,936	
Expenditure on:							
Direct charitable expenditure	3	-	-	626,002		570,929	
Management & administration	4	-	-	2,961	628,963	2,806	573,735
Net resources for the year		16,282	25,670		29,766		(3,799)
Amortisation of grants & donations		(16,124)	(17,625)		16,124		17,625
		158	8,045		45,890		13,826
Funds brought forward		157,912	149,867		78,741		64,915
Funds carried forward		158,070	157,912		124,631		78,741

All of the amounts above related to continuing activities.

There were no recognised gains or losses for 2024 or 2023 other than those included above.

Henfield Leisure Centre
Statement of Financial Position at 31st March 2024

	Notes	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	6		488,675		482,289
Current Assets					
Stock	8	1,254		1,425	
Debtors	9	2,535		1,529	
Cash at bank and in hand	10	73,140		42,396	
		<u>76,929</u>		<u>45,350</u>	
Current Liabilities					
Creditors: amounts falling due within one year	11	<u>144,671</u>		<u>130,102</u>	
Net current (liabilities)/assets			<u>(67,742)</u>		<u>(84,752)</u>
			420,933		397,537
Creditors: amounts falling due after one year	12		<u>138,232</u>		<u>160,884</u>
Net Assets			<u><u>282,701</u></u>		<u><u>236,653</u></u>
Funds					
Unrestricted funds			<u>124,631</u>		<u>78,741</u>
Restricted funds			<u>158,070</u>		<u>157,912</u>

Approved by the trustees on 30 April 2024 and signed on their behalf by:



A Hillman
Chairman and Trustee



E Holder
Secretary and Trustee

Henfield Leisure Centre
Statement of Cash Flows for the year ended 31st March 2024

Statement of cash flows	2024	2023
	£	£
Cash flow from operating activities:		
Net cash provided by/(used in) operating activities	116,886	63,759
Cash flows from investing activities:		
Purchase of property, plant and equipment	(53,108)	(29,331)
Net cash provided by/(used in) investing activities	(53,108)	(29,331)
Cash flows from financing activities:		
Cash inflows from new borrowing	-	-
Cash outflows to repay borrowing	(49,316)	(66,697)
Grants and donations received	16,282	25,670
Net cash provided by/(used in) financing activities	(33,034)	(41,027)
Change in cash and cash equivalents in the year	30,744	(6,599)
Cash and cash equivalents at the beginning of the year	42,396	48,995
Cash and cash equivalents at the end of the year	73,140	42,396
Reconciliation of net income (expenditure) to net cash flow from operating activities		
	2024	2023
	£	£
Net income/(expenditure) per the statement of financial activities	29,766	(3,799)
Adjustments for depreciation charges	46,722	45,931
(Increase)/decrease in stocks	171	1,825
(Increase)/decrease in debtors	(1,006)	1,665
Increase/(decrease) in creditors	41,233	18,137
Net cash (used in)/ provided by operating activities	116,886	63,759
Analysis of cash and cash equivalents		
Cash in hand	420	420
Bank surplus/(overdraft) – see note 10	72,720	41,976
	73,140	42,396

Henfield Leisure Centre

Notes to the Financial Statements for the year ended 31st March 2024

1. Accounting policies

1.1 Basis of accounting

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)).

1.2 Income

Voluntary income and donations are accounted for as received by the charity. The income from fundraising is shown gross with the associated costs included in fundraising costs. No permanent endowments have been received in the period but these are dealt with through the Statement of Financial Activities when received.

Investment income plus associated tax recoverable is credited to income on an accruals basis, using a daily accrual for interest.

1.3 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Restricted funds are donations or grants which the donor has specified are to be used solely for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

1.4 Expenditure on management and administration

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes the cost of running office premises, staff salaries for administrative staff and examination fees.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual values, over their expected useful lives on the following basis:

Buildings	5% pa reducing balance
Hall floor	10% pa reducing balance
Fixtures and fittings	20% pa reducing balance
Sports and other equipment	20% pa reducing balance
Office equipment	20% pa reducing balance
Soft play equipment	evenly over five years

1.6 Assets under construction

The costs of assets under construction are recognised as an asset when: (a) It is probable that the future economic benefits that are associated with such asset will be obtained; (b) The acquisition cost of such asset can be measured reliably; and (c) Such assets are still in the construction process.

Depreciation is not charged on the costs of assets under construction.

Henfield Leisure Centre

Notes to the Financial Statements for the year ended 31st March 2024

1.7 Stock

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stock.

1.8 Leases

Assets obtained under finance leases are capitalised as tangible fixed assets.

Depreciation is charged over the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities.

2. Grants	2024	2023
	£	£
Restricted:		
Awards for All	-	10,000
Horsham District Council	-	5,000
	-	15,000
3. Direct charitable expenditure	2024	2023
	£	£
Staffing costs	392,486	341,641
Bar and catering	71,744	64,560
Premises	65,417	72,218
Supplies and services	38,686	27,841
Financial services	10,947	18,738
Depreciation	46,722	45,931
	626,002	570,929
4. Management and administration	2024	2023
	£	£
Independent examination fee	750	700
Telephone and internet	2,211	2,106
	2,961	2,806

Henfield Leisure Centre

Notes to the Financial Statements for the year ended 31st March 2024

5. Employee numbers

	2024	2023
	£	£
The average number of staff employed during the year:	16	15

6. Tangible fixed assets

	Building	Hall Floor	Office equipment	Fixtures & fittings	Sports & other equipment	Soft play equipment	Assets under construction (Note 7)	Total
	£	£	£	£	£	£	£	£
Cost								
At 1st April 2023	442,340	64,506	2,728	132,129	118,567	70,500	-	830,770
Additions	-	-	628	11,745	21,282	-	19,453	53,108
Disposals	-	-	-	(10,000)	-	-	-	(10,000)
At 31st March 2024	442,340	64,506	3,356	133,874	139,849	70,500	19,453	873,878
Depreciation								
At 1st April 2023	97,253	17,482	1,610	88,817	72,820	70,499	-	348,481
Charge for the year	17,254	4,702	349	11,011	13,406	-	-	46,722
On disposals	-	-	-	(10,000)	-	-	-	(10,000)
At 31st March 2024	114,507	22,184	1,959	89,828	86,226	70,499	-	385,203
Net book value								
At 31st March 2024	327,833	42,322	1,397	44,046	53,623	1	19,453	488,675
At 31st March 2023	345,087	47,024	1,118	43,312	45,747	1	-	482,289

All fixed assets are used for charitable purposes.

7. Assets under construction

	2024	2023
	£	£
Planning and inspections	13,453	-
Deposit for construction	6,000	-
	19,453	-

Assets under construction represents the costs incurred at the balance sheet date relating to the building of two padel tennis courts. Funding for the project was secured shortly after the balance sheet date.

8. Stock

	2024	2023
	£	£
Catering goods	1,254	1,425
	1,254	1,425

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2024

9. Debtors	2024	2023
	£	£
Due within one year:		
Trade debtors	320	1,529
Prepayments and accrued income	2,215	-
	<u>2,535</u>	<u>1,529</u>

10. Cash at bank and in hand	2024	2023
	£	£
Cash	420	420
Operational	12,720	41,976
Funds received in advance (i)	60,000	-
	<u>73,140</u>	<u>42,396</u>

- (i) These are monies received in advance from Southern Water specifically as a grant to fund a project to reduce water consumption at the leisure centre. At the balance sheet date no amounts had been expended, consequently there is a corresponding amount in short term creditors (see note 11) since the money is potentially refundable.

11. Creditors falling due within one year	2024	2023
	£	£
Horsham District Council Loan	22,651	29,464
Finance leases	-	9,851
Bonds	-	10,000
Trade creditors	2,591	17,244
Other taxes and social security	20,209	10,319
Accruals	21,145	27,103
Prepaid income	18,075	26,121
Grant received in advance (see note 10)	60,000	-
Bank overdraft	-	-
Sundry creditors	-	-
	<u>144,671</u>	<u>130,102</u>

12. Creditors falling due after one year	2024	2023
	£	£
Horsham District Council Loan	138,232	160,884
	<u>138,232</u>	<u>160,884</u>

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2024

13. Obligations under operating leases	2024	2023
	£	£
Future minimum rentals payable under non-cancellable operating leases are:		
Within one year	-	-
Within two to five years	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

14. Borrowings	2024	2023
	£	£
The total amount of loans and overdrafts was as follows:		
Horsham District Council (i)	160,883	190,348
Finance leases	-	9,851
Bonds	-	10,000
Bank overdraft (ii)	-	-
	<u>160,883</u>	<u>210,199</u>

- (i) The balance of the loan is repayable over five years with quarterly repayments of £8,862 (including interest). The loan is unsecured and the annual interest rate is fixed at the annuity rate for 10-year loans as published by the UK Debt Management Office on 28 August 2015.
- (ii) An overdraft facility of £40,000 is available.

15. Post balance sheet event

Subsequent to the balance sheet date the trustees received confirmation of the funding required for the construction of two padel tennis courts as follows:

Grant from the Horsham District Council Rural England Prosperity Fund (i)	£75,000
Lawn Tennis Association Foundation loan (ii)	£170,000

As such, the costs incurred at the balance sheet date have been shown as assets under construction per note 7.

- (i) The grant is repayable if the project does not proceed.
- (ii) The loan is interest free and is repayable over seven years commencing 31 March 2025.

Henfield Leisure Centre
Notes to the Financial Statements for the year ended 31st March 2024

16. Capital commitments

The capital commitments at the date the accounts were approved are:

(a) Padel tennis courts

The trustees have entered into an agreement with a third party for the construction of two padel tennis courts. The total cost of construction is £263,000 (including unrecoverable VAT). As per note 14 funding for approximately 90% of the cost of the project has been secured. The trustees are confident that funding for the remainder will be secured.

(b) Safe Space

Horsham District Council (HDC) has selected the Leisure Centre to be the site for a safe space for school children aged 11 to 16. The objective is to provide a space for children to productively occupy themselves in the after-school period. The project cost of £115,000 is fully funded by HDC; there is no costs commitment for the Leisure Centre.

(c) Solar panels

The trustees are considering the installation of solar panels on the roof of the Leisure Centre. At the report date the discussions are at a preliminary stage and there is no financial commitment.

17. Trustees' expenses

None of the trustees received any remuneration or reimbursement of expenses during the year.

Henfield Leisure Centre
Schedule to the Statement of Financial Activities
for the year ended 31st March 2024

	2024	2023
	£	£
Staffing		
Staff salaries	377,330	327,800
Instructors and coaches	2,827	4,625
Pension contributions	8,855	6,705
Training and welfare	3,328	2,511
Recruitment	146	-
	<u>392,486</u>	<u>341,641</u>
 Premises		
Insurance	14,373	12,865
Heat, light & power	29,406	42,678
Water	2,400	33
Rates	3,405	1,600
Building repairs and maintenance	14,187	12,206
Cleaning and domestic supplies	1,646	2,836
	<u>65,417</u>	<u>72,218</u>
 Supplies and services		
Sports equipment purchased	1,871	2,551
Gym equipment repairs and maintenance	7,912	453
Printing, postage, stationery and computer	8,786	8,543
Waste disposal	3,754	4,004
Children's club expenses	918	608
Advertising	1,934	2,885
Leasing and hire charges	4,285	2,116
Licences and subscriptions	5,713	2,284
Professional fees	2,135	2,681
Sundry expenses	1,378	1,716
	<u>38,686</u>	<u>27,841</u>
 Financial services		
Bank charges and interest	<u>9,471</u>	<u>18,738</u>
 Depreciation		
Amortisation of buildings	17,254	18,162
Depreciation of hall floor	4,702	5,225
Depreciation of sports equipment	13,406	11,437
Depreciation of fixtures and fittings	11,011	10,828
Depreciation of office equipment	349	279
Depreciation of soft play equipment	-	-
	<u>46,722</u>	<u>45,931</u>

